

Date	Thu 10/27/2016
Client Name	Bhavesh Gandhi
Product Name	VISA-Visit Visa for USA, UK, Canada, Australia.
Method of submission	Upload through your Y-Account* / Y-Axis Office
Application date target	2 Weeks from date of submitting of documents to Y-Axis

CREATED BY

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DETAILS

#	Item	Specification	Status	Remark
1	Passport (Primary Applicant) - VISA	<ul style="list-style-type: none"> First and last page of the passport along with any observation pages, visa and travel stamps. Minimum six months validity from the date of application being filed. Hand written passports are not accepted. Super Visa: Passport validity is recommended for 10 years as the visa would be a issued for the full validity period of the passport (up to 10 years minus one month). Issuance of the visa and the visa validity is at the discretion of the embassy. At least two blank pages available. Ensure personal details are correct on passport. Old passport bio pages with visa stamped pages. 	Pending	
2	Visa Fee - VISA	<ul style="list-style-type: none"> As applicable to your application. This should be paid in Cash or applicable payment methods @ the application center. Credit / Debit cards are NOT accepted for payments at application center. Please be advised that advisory service fee paid to Y-Axis does not include your visa application fee or any other related expenses incurring towards your application. For UK applications the visa fee has to be online visa debit or credit card only. Note: American Express card is not accepted. For any other country, if the online payment option is available, then the visa fee payments can be made online via credit card or debit card based on the available options. 	Pending	
3	Leave letter - VISA	<ul style="list-style-type: none"> Should be on company letter head. Should contain the duration/ period of leave with exact dates. Should confirm the date of joining back. Should confirm the reason for leave approval. 	Pending	

4	Bank Account Statements - VISA	<ul style="list-style-type: none"> • Should be signed and Stamped with all contact details. • Latest 6 months transaction statements with credits, debits and balances. The last transaction in the statement must be latest at the time of filing the application at consulate. • Statements should be continuous and reflect salary deposits. • Statements should be original with the bank logo, seal & signature on all the pages. Internet downloaded statements are not accepted. • Statements should mention account holder name, account type and account no. • Statements should be stamped and signed by Bank personal with all contact details with designation. 	Pending
5	Employer Reference Letter - VISA	<ul style="list-style-type: none"> • Should be on company letter head. • Should confirm Employee name, Employee ID, Joining date, Current designation and Salary. • Should be signed and stamped. • Should contain complete contact details like phone numbers and email id of the HR contact. 	Pending
6	Income Tax Returns - VISA	<ul style="list-style-type: none"> • Should be for the last 2 years & confirming the applicant's name and Unique Tax (PAN) number. 	Pending
7	No Objection Letter - VISA	<ul style="list-style-type: none"> • Should be from spouse if either of the couple is travelling alone or accompanying the child • Should be from Landlord to tenant confirming no objection to accommodate wife or spouse or child or any friend or relative. • Should be from other account holders, confirming no objection for utilization of funds by applicant. • Should be from co tenant confirming no objection to accommodate wife or spouse or child or any friend or relative. • Should be from Business partners confirming no objection for travel plans of applicant. 	Pending
8	Salary Account Statements - VISA	<ul style="list-style-type: none"> • Latest 6 months transaction statements with credits, debits and balances • Statements should be continuous and reflect salary deposits. • Statements should be original. Internet downloaded statements are not accepted. • Statements should mention account holder name, account type and account no. • Statements should be stamped and signed by Bank personal with all contact details with designation. 	Pending
9	Sponsor Passport - VISA	<ul style="list-style-type: none"> • All pages including the blank pages. • Ensure personal details are correct on passport. • Old passport bio pages with visa stamped pages. 	Pending
10	Sponsor Utility Bill - VISA	<ul style="list-style-type: none"> • Should be latest, confirming sponsor's name and address. • The bill can be any Water, Gas, Electricity, Mobile or Internet Bill. 	Pending
		<ul style="list-style-type: none"> • Should be from sponsor, confirming the invitation, duration of stay, accommodation and extent of sponsorship details. 	Pending

11	Sponsor Invitation Letter - VISA	<ul style="list-style-type: none"> • Should confirm sponsor visa details in Country of invitation. • Should confirm the sponsored person(s) name and passport number • Should confirm sponsor employment details like Name of employer and address, designation and annual salary. • Should confirm relationship details with applicant. 	
12	Pay Slips - VISA	<ul style="list-style-type: none"> • Please provide latest 6 months Payslips. • Should contain your full name. • Should contain your designation. • Should be Attested by HR / designated authority. • Should confirm the Pay Duration / Period. 	Pending
13	Old Passport(S) - Visas1	<ul style="list-style-type: none"> • Bio-pages from the old passport(s) which is either expired / lost / damaged • Original passport(s) to be carried at the time of application filing 	Pending

READ CAREFULLY

- You are required to submit the documents as soft copies (scanned copies) for the review stage, following which I will advise you on the submission of the hard copies.
- If you have already submitted the documents, this attachment will help you to understand the current status of the each document.
- Copies of the following documents must accompany the filled in Application Form

FREQUENTLY ASKED QUESTIONS

Y-AXIS PROCESS:

1. How do I submit the documents to you?

- How to submit through Y-AXIS Online Account?: Go to URL: <http://signup.y-axis.com/> and click on “Login” button. Please enter the “Username” and “Password”. Username will be same as your registered Email ID with Y-Axis. Password has been sent to your mail at the time of sign up. Click on “Forgot password?” in case you do not remember your password. How to upload documents from Y-Profile account:
After login go to “MY Document” section. Select “Upload New” button to upload your documents.

- Y-Axis strongly recommends the applicant to submit documents in the form of scan copies for the initial stage of verification. Upon scrutiny of documents Y-Axis Process Consultant will advise which documents to be notarized and submit along with visa application forms.

2. Do I need to submit any original documents?

- Applicants are advised to submit only scan copies or photocopies of the documents to Y-Axis for verification. However, at the time of final submission of visa application few particular documents have to be submitted in original. For e.g. documents to be submitted in original are IELTS score card, employer reference letters, foreign credential certificates, bank letter etc (depending upon process specific).

3. What is notarization of documents and how long a notarization is valid?

- Document carrying authenticated signature(s) of the person(s) authorized or required to sign it, and the signature of a notary public witnessing the signature(s), accompanied by an impression of his or her official notary seal. A notarized document is not necessarily a certified document. Generally, there is no specific validity period of a notarized document. However, depending upon process requirement may vary. Y-Axis recommends applicants to obtain notarized documents without mentioning any particular date.

4. I have few documents which are not in English. Do I need get it translated in English and from whom to get translated?

- Documents which are not in English have to be translated by a official translator. Please contact your Process Consultant for more information.

5. What is the difference between ‘Received’ and ‘Accepted’?

- Documents with status “Received” confirm our acknowledgement on document receipt, however these are not reviewed to confirm if they are in acceptable format as per the concerned assessing authority.
- Documents with status “Accepted” confirm that the document submitted met the requirements of the concerned assessing authority and will be considered for application submission.

6. There has been no response from my Process Consultant. How do I complain?

- There are several ways to complaint if there is no proper response from your Process Consultant. You can call up the numbers mentioned in the checklist or write to support@y-axis.com . For immediate response you can also write to the immediate Team Leader of the Process Consultant. Please refer to the Process Consultant signature in the Checklist to find Team Leader contact details.

DISCLAIMER

- Y-Axis will provide advisory services for -Visit Visa for USA, UK, Canada, Australia. from National processing centre located in Hyderabad. Our process consultants will deliver administrative services to you through emails and telephone calls.
- Success of your visa application is always at the discretion of the consulate for the points claimed, information provided and the supporting documents submitted. Success of visa also depends on employment verification, medicals and background checks.
- Immigration and visa rules along with relevant visa application fees are subject to change time to time. Please keep in touch with your consultant for regular updates.
- Y-Axis strongly advises its client to provide information and evidences which are truthful and genuine; anything that is contrary could adversely affect your application and the decision from Consulate.

Support Line

Contact our team

• Have a Problem?

Send us a mail at support@y-axis.com.

We will respond to you within 24 hours or it will be escalated to the next level supervisor or manager.

• Need to talk to a Manager?

For any concerns, please contact my Reporting Manager/Team Leader (Syed Zafar Alam Khan). he/she can be reached at zafar.khan@y-axis.com during Office Hours (Monday to Saturday from 10 AM to 6 PM).